

## LETTER OF AGREEMENT FOR PROCESS CONSULTANTS AND SUPERVISORS

### I. Purpose & Objectives for Diversity Dialogue Sessions (DDS)

To establish and foster an open climate of trust. To align the work groups and Glenn's vision, mission, and goals. To integrate Glenn's four Key Values of diversity, quality, integrity, and openness towards the development of the Model Workplace.

### II. Role of the Supervisor

The role of the Supervisor is to:

- Be open with Process Consultant(s) regarding group climate and potential issues that may arise during coaching and Diversity Dialogue Sessions.
- Provide direct reports with information and rationale for Diversity Dialogue Sessions.
- Lead the Diversity Dialogue Sessions.
- Coordinate for full group attendance at the Diversity Dialogue Sessions.
- Provide for a safe learning environment during the Diversity Dialogue Sessions.
- Provide a forum for follow-up to Diversity Dialogue Sessions and continuous improvement processes.
- Be a role model by demonstrating the new leadership paradigm: Encourage dialogue, address sensitive interpersonal issues and concerns with the work group, demonstrate an appreciation for diversity.
- Provide administrative and logistical support.

### III. Role of the Process Consultant

The role of the Process Consultants is to:

- Coach and advise the Supervisor to lead the Diversity Dialogue Sessions.
- Preserve content integrity of resource materials provided during coaching and dialogue sessions.
- Facilitate the establishment and ownership of group norms
- Observe group process and dynamics and make interventions when necessary to enhance the process.
- Provide pertinent feedback to the Supervisor.
- Support the Supervisor, as requested, in taking action based on dialogue and discussion.

### IV. Non-Attribution

To help foster Glenn's Key Values of Openness, Integrity, Quality, and Diversity, dialogue comments will not be attributed to any individual or group.

### V. Additional Needs and/or Requirements

Additional needs and/or requirements not referenced in this agreement are open for negotiation.